

# THE SPIRES FEDERATION



**SpiresFederation**

Digby Church of England School  
Dunston St Peter's Church of England School  
Nocton Community Primary School

## Remote Learning and Virtual Meeting Policy

Summer 2021

Review Date: Summer 2023

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## **Statement of intent**

At the Spires Federation we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

We also appreciate that we may on occasion need to schedule virtual meetings with parents/carers and pupils to update them on progress. These meetings, called Pupil Learning Conferences take place throughout the year.

If a face to face meeting is usually required, a virtual meeting and/or telephone call can replace this.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, and virtual meetings, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- Ensure that parents/carers are provided with all necessary updates about well-being, progress and attainment throughout the year.

## **1. Legal framework**

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'

1.3. This policy operates in conjunction with the following school policies and documents:

- Risk assessment linked to COVID Recovery
- Child Protection and Safeguarding Policy
- GDPR Protection Policy
- Special Educational Needs (SEND) Policy
- Behaviour Policy
- Accessibility Policy
- Curriculum Statement
- ESafety and Acceptable Use Policy
- Equality Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Parent/Carers Code of Conduct

## **2. Roles and responsibilities**

2.1. The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place.  
Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The Executive Headteacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning and virtual meetings.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The health and safety officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4. The Data Protection Officer (s) are responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.5. The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians (ARK) to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the Executive headteacher and Deputy Headteacher

and other organisations to make alternate arrangements for pupils who are at a high risk, where required.

- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working. Ensuring all safeguarding incidents are adequately recorded and reported.

2.6. The SENCO is responsible for:

- Liaising with the ICT technicians (ARK) to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Executive Headteacher, Deputy Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.7. The SBM is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.8. The ICT technicians (ARK) are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.9. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.

- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Executive and/or Deputy headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician (ARK).
- Adhering to the Staff Code of Conduct at all times.

2.10. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any technical issues to the school as soon as possible if using school IT equipment.
- Ensuring that their child always has access to remote learning material where possible
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

2.11. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any technical issues to their teacher as soon as possible if using school IT equipment.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Policy at all times.

### 3. Resources

#### Learning materials

3.1. The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- PMX
- Current online learning portals – Microsoft Teams
- Educational websites
- Oak Academy
- White Rose maths
- Times Table Rockstars
- Previous Tests
- CGP books
- Reading tasks
- Pre-recorded video or audio lessons

- 3.2. Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.
- 3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.
- 3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.6. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
- 3.7. Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school
- 3.8. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.9. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls/emails.
- 3.10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff is using the school IT equipment.
- 3.11. Pupils will be required to use their own or family-owned equipment to access remote learning resources.
- 3.12. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA/DfE.
- 3.13. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources if using the school IT equipment.
- 3.14. Teaching staff will oversee academic progression for the duration of the remote learning period.
- 3.15. The ICT technicians (ARK) are not responsible for providing technical support for equipment that is not owned by the school.

#### **4. Online safety**

- 4.1. This section of the policy will be enacted in conjunction with the school's ESafety & Acceptable Use Policy.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. Where possible, all staff, parents and pupils using video communication must:
  - Communicate in groups – one-to-one sessions are not permitted.
  - Wear suitable clothing – this includes others in their household.



- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- If conducting the meeting from home, staff will not be permitted to run the meeting with other members of their household present.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

4.4. All staff, parents and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

4.5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.

4.6. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

4.7. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

4.8. The school will consult with parents at least one week prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

4.9. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

4.10. The school will communicate to parents via email and parent mail about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

4.11. During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.

- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
  - Direct parents to useful resources to help them keep their children safe online.
- 4.12. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

## **5. Safeguarding**

- 5.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL and headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- 5.3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 5.5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, arranged where required.
- 5.6. All contact with vulnerable pupils will be recorded on Scholar Pack and suitably stored in line with the GDPR Policy.
- 5.7. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.8. Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
- 5.9. The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.10. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.11. Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

## **6. Data protection (GDPR)**

- 6.1. This section of the policy will be enacted in conjunction with the school's GDPR Policy.
- 6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- 6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the GDPR Policy.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's GDPR Policy.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

## **7. Behaviour for Learning and Progress**

- 7.1. The school expects pupils and staff to maintain a good work ethic during the period of remote learning..
- 7.2. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Deputy headteacher as soon as possible.
- 7.3. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
- 7.4. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

## **8. Health and safety**

- 8.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 8.2. Teaching staff and ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- 8.3. If using electronic devices during remote learning, pupils will be encouraged to take a regular screen breaks.
- 8.4. If any incidents occur in a pupil's home, that may impact on pupil engagement to remote learning, they or their parents are required to report these to the health and safety

officer or other relevant member of staff immediately so that appropriate action can be taken.

## 9. Communication

- 9.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 9.2. The school will communicate with parents via Microsoft Teams, parent mail and the school website about remote learning arrangements as soon as possible.
- 9.3. The Senior Leadership team will communicate with staff as soon as possible via email about any remote learning arrangements.
- 9.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls from colleagues during their agreed working hours.
- 9.5. The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- 9.6. Members of staff will have contact with their line manager once per week.
- 9.7. As much as possible, all communication with pupils and their parents will take place within the school hours
- 9.8. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 9.9. Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.
- 9.10. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 9.11. The Deputy headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.
- 9.12. Parents/carers will ensure that they continue to follow the correct channels to communicate with the class teacher about home learning or other school based enquiries
- 9.13. Parents/carers will NOT use the '**chat**' function on Microsoft teams to communicate with staff. Parents/carers should continue to contact the office directly, pass on messages at the school gate or email [admin@spiresfederation.co.uk](mailto:admin@spiresfederation.co.uk)
- 9.14. Pupils will only use the '**chat function**' on Microsoft Teams to discuss remote learning with staff
- 9.15. Parents/carers will not use **Tapestry** (For Reception pupils) to communicate with staff regarding concerns or to pass on messages. Tapestry is an online learning journal to celebrate learning and development. It should not be used to communicate

concerns/messages. Parents/carers should continue to contact the office directly, pass on messages at the school gate or email [admin@spiresfederation.co.uk](mailto:admin@spiresfederation.co.uk)

**10. Monitoring and review**

- 10.1. This policy will be reviewed on an annual basis by the Executive Headteacher.
- 10.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 10.3. The next scheduled review date for this policy is the Summer term 2021.

## Appendix A

### Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we have to be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning, so pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

#### 1. Contingency planning

- 1.1 The school will open to all pupils at the start of the Autumn term, in line with national and local guidance.
- 1.2 The school will work closely with the LA to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments – the risk assessment will be published on the school's website.
- 1.3 The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.
- 1.4 The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
- 1.5 If there **is not** a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will implement remote learning immediately for that group.

#### 2. Teaching and learning

- 2.1 All pupils will have access to high quality education when remote working.
- 2.2 The school will use a range of teaching methods to cater for all different learning styles, this includes:
  - Current online learning portals – Microsoft teams
  - Quizzes
  - Online materials
  - Educational Websites
  - Oak Academy
  - White Rose maths
  - Various reading tasks – e.g. comprehension, inference and prediction
  - Daily challenges
  - Times Table Rock Stars
  - Mental Health/ Well-being activities/Jigsaw
- 2.3 Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.
- 2.4 When teaching pupils who are working remotely, teachers will:
  - Set assignments so that pupils have meaningful and ambitious work each day.
  - Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.

- Provide frequent, clear explanations of new content through high quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

2.5 All provisions for remote learning will be subject to the class group's age and ability.

2.6 In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not make the decision lightly.

2.7 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

### **3. Returning to school (where relevant)**

3.1 The Executive headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so.

3.2 After a period of self-isolation, or the lessening of local lockdown rules, the Deputy headteacher will inform parents when their child will return to school.

3.3 The Deputy headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

### **4. Monitoring and review**

4.1 This policy annex will be reviewed in line with any updated to government guidance.

4.2 All changes to the policy will be communicated to the relevant members of the school community.

## APPENDIX B





## OUR SPIRES CURRICULUM COVID RECOVERY PLAN

Teach an ambitious and broad curriculum

*'Small schools; wide horizons'*

### FLOW CHART FOR COVID RELATED SCENARIOS including REMOTE EDUCATION

